

DEPARTMENT OF THE NAVY *Ch.1 incorporated*
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1040.5
Pers-00M
01 AUG 1991

BUPERS INSTRUCTION 1040.5

From: Chief of Naval Personnel

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB)

Ref: (a) Retention Team Manual, NAVPERS 15878
(b) MILPERSMAN, NAVPERS 15560
(c) ENLTRANSMAN, NAVPERS 15909
(d) OPNAVINST 1160.5B
(e) BUPERINST 1430.16G
(f) Career Information Program Managers Manual

Encl: (1) Recommendation Form
(2) ASVAB MATRIX (Test ID 5, 6, and 7)
(3) ASVAB MATRIX (Test ID 8-17 and 01)
(4) Profile Form
(5) PDB Procedures

1. Purpose. To provide procedures, assign responsibilities and maintain within the Bureau of Naval Personnel (BUPERS) a standardized Professional Development Board (PDB), using as a minimum references (a) through (f). The PDB is responsible for the administrative review and counseling of all enlisted personnel to ensure that they are provided the opportunity to attain positions of greater responsibility commensurate with their potential and consistent with Navy manning requirements. The PDB will further provide guidance, direction and assistance, and act as a quality control screen for the professional development of all personnel E-9 and below.

2. Discussion. To provide for a rewarding career, all Navy personnel must enhance their professional/technical skills to remain competitive for advancement, and qualify for retention. The PDB provides tools which include the evaluation system, Navy training, incentive programs, the detailing process, off-duty education opportunities and commissioning programs. Although these resources are already available, few sailors are thoroughly knowledgeable of how the various career opportunities interact. Most sailors rely on their professional rating seniors and designated command retention representatives to ensure they are on track. While it is necessary for those key personnel to provide guidance, the individual sailors must take responsibility for their own career success. In commands where some of the traditional career support systems are impacted by unique mission situations, the importance of individual responsibility for career growth is critical.

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3. Background

a. Advancement in the Navy is highly competitive. Career decisions should be made with full knowledge and understanding of policy changes, assignment trends, rating and program qualifications and career management guidelines to avoid wasted time, effort and potential. Unrealistic goals can turn an enthusiastic sailor into a negative retention statistic. Realistic career goals benefit both the individual and the Navy. We must do our collective utmost to assist in realizing each sailor's full potential. Because no single person can have all the knowledge, experience and judgement required to provide optimum career guidance, a PDB composed of impartial command members will unite the varied talents and propose the best solution for each situation and forward a recommendation to the Executive Assistant (EA) to the Deputy Chief of Naval Personnel (PERS-00BA).

b. Non-designated personnel must be provided the guidance and professional counseling necessary to ensure they pursue a rating in which they can derive self-satisfaction, appropriate advancement and success opportunities.

c. Emphasis must be placed on assisting every individual, E-9 and below, in career planning through the matching of individual aspirations with program requirements.

4. Action

a. Executive Assistant (EA) to the Deputy Chief of Naval Personnel (PERS-00BA). Ensure that the PDB is fully effective in providing each sailor the best possible advice and guidance.

b. Director, Administrative Office (Pers-01)

(1) Monitor the PDB's activities and endorse reports of the PDB's results, amplifying any proposed actions as deemed appropriate.

(2) Personally review each PDB report amplifying all proposed actions and provide support to strengthen the PDB.

c. Assistant Chiefs of Naval Personnel

(1) Ensure active participation by leading Chief Petty Officers and Division Officers at every PDB.

(2) Provide endorsement for personnel appearing before the PDB.

d. Division Directors. Ensure sailors are provided an opportunity to appear before the PDB and schedule appearance(s) before the PDB when requested or when the need is indicated.

e. Division Leading Chief Petty Officers

(1) Ensure that requirements to appear before the PDB are met as contained in this instruction.

(2) Provide professional support to enlisted personnel who work within your division.

(3) Accompany sailors to all appearances before the PDB.

f. Military Support Division

(1) Provide personnel records and information as required for review by the PDB.

(2) Ensure all pertinent advancement criteria and advancement statistics are available to the PDB.

g. Command Representative Educational Services Officer (ESO).
Participate as a non-voting, technical advisor to the PDB.

h. Command Master Chief (CM/C)

(1) Act as Chairman for the PDB. The Chairman will act as tie-breaker when the voting of the Board is deadlocked.

(2) Ensure that the required membership is present for each meeting of the board.

(3) Submit board recommendations to the EA via Administrative Office (Pers-01) for final approval/disapproval, utilizing enclosure (1).

i. Command Career Counselor

(1) Indoctrinate all newly reporting personnel on PDB process during Indoctrination Seminars.

(2) Schedule those sailors appearing before the PDB by maintaining a tickler system ensuring all personnel are reviewed on time.

(3) Participate as a non-voting, technical advisor to the PDB providing the information from enclosures (2) through (4) as well as information contained in appropriate directives.

(4) Ensure all PDB recommendations that require BUPERS approval are submitted at the earliest date upon EA review.

(5) Maintain minutes of all PDBs.

(6) Prepare a board screening package for all board members highlighting pertinent facts about the individuals appearing before the board.

j. Department/Division/Branch Career Counselors

(1) Discuss the provisions of this instruction with all newly reported sailors during the "reporting" interview as required by reference (a).

(2) Complete enclosures (2) through (4) for assigned sailors and forward to the Command Career Counselor prior to the convening of the PDB.

5. Professional Development Board Composition

a. Chairman. In the absence of the CM/C, the most senior Leading Chief Petty Officer will act as chairman.

b. Advisors

(1) The Command Career Counselor (CCC). In the absence of the CCC, an alternate Navy Counselor will act as advisor.

(2) ESO.

c. Members. Department Leading Chief Petty Officers as selected by the CM/C.

6. The Professional Development Board Responsibilities

a. The command PDB is charged with providing each individual with the best possible guidance and advice regarding the candidate's future in the Navy. The board will make its recommendations based on the individual's qualifications and desires.

b. Meet each month, as a minimum. If additional boards are required, they will be scheduled by the CM/C.

c. Each member should be familiar with enclosure (5).

7. Qualifications of a Candidate To Appear Before The Professional Development Board

a. Newly reported, non-designated personnel will be reviewed by the PDB within 6 weeks of reporting onboard.

b. Personnel who are not reaching career professional growth will appear before the PDB to ensure the member has been afforded the

maximum opportunity for in-rate training or other opportunities for professional development.

(1) E-1/E-2 not reaching E-3 within 18 months of active day-for-day service.

(2) E-3 not reaching E-4 within 4 years of active day-for-day service. Any E-3 who fails their respective E-4 rating exam.

(3) E-4 not reaching E-5 within 8 years of active day-for-day service. Any E-4 who fails their respective E-5 rating exam.

(4) E-5 not reaching E-6 within 12 years of active day-for-day service. Any E-5 who fails their respective E-6 rating exam.

(5) E-6 not being selected for Chief Petty Officer, after being selection board eligible for 3 years. E-6 personnel not achieving a selection board eligible score after two E-7 rating exams. Any E-6 who fails their respective E-7 rating exam.

(6) Chief Petty Officers and Senior Chief Petty Officers who were not selected for the next higher pay grade after three selection boards.

(6) E-7, E-8 and E-9 selection board candidates can have their package reviewed by the PDB upon request.

(7) All personnel within 24 months of reaching High Year Tenure (HYT), and all personnel requesting HYT waivers per reference (d).

c. Personnel desiring to apply for any of the following special programs:

(1) All class "A" school requests.

(2) All Selective Training and Reenlistment (STAR) program requests.

(3) All selective Conversion and Reenlistment (SCORE) program requests.

(4) All rating conversion/reversion requests.

(5) All Navy Diver, Explosive Ordnance Disposal (EOD) and Special Warfare (SEAL) Team training requests.

(6) All requests for retest of the Armed Services Vocational Aptitude Battery requests.

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(7) All Enlisted Education Advancement Program (EEAP) requests.

(8) All commissioning program applications, the board membership will include, as a minimum, one officer from the community the sailor is applying for (LDO, ECP, Boost).

- (a) Officer Candidate School (OCS)
- (b) Aviation Officer Candidate School (AOCS)
- (c) U.S. Naval Academy
- (d) Naval Academy Preparatory School (NAPS)
- (e) Naval Reserve Officers Training Corps Scholarship Program (NROTC)
- (f) Enlisted Commissioning Program (ECP)
- (g) Medical Enlisted Commissioning Program (MECP)
- (h) Naval Aviation Cadet Program (NAVCAD)
- (i) Broadened Opportunity for Officer Selection and Training (BOOST)
- (j) Applicants for the Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs

d. Any personnel identified who does not fall into the above categories but who needs career development counseling should be brought before the PDB for counseling.

8. Implementation

a. Commands within Chief of Naval Personnel claimancy may modify this instruction to meet the needs of their organization. There is no need for a Command to establish a local PDB instruction if this instruction is modified.

b. Local reproduction of enclosures (1) through (4) is authorized.

Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:

SNDL A5 (CHNAVPERS)
C55A (NAVMILPERSCOMDET)
C55F (NAVAPLVACT)
FJA2 (NAVY BAND)
FJA3 (NAVFAMALWACT)
FJA5 (NMPS)
FJA7 (NAVALREHCEN)
FJA8 (NAVRESPERCEN)
FJA9 (EPMAC)
FJA10 (NAVMAC)
FJA12 (NAVCONBRIG)
FJA13 (NAVPERSRANDCEN)
FJB1 (COMNAVCRUITCOM)

NAVMILPERSCOM LIST

- 1A Commander, Assistant Commander, Chief of Staff/Executive
Assistant, Special Assistants, Staff Office Directors,
Department Directors
- 1B Division Directors
- 2A Branch Heads
- 2B Section Heads

Stocked: Chief of Naval Personnel (PERS-00M) (25 copies)

Date:_____

From: Chairman, Professional Development Board
To: Executive Assistant to the Deputy Chief of Naval Personnel
Via: Director, Administrative Office (PERS-01)

Subj: PROFESSIONAL DEVELOPMENT BOARD REQUEST AND RECOMMENDATIONS
ICO_____

1. _____

SIGNATURE

Division Officer/Leading Chief attended:_____

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Date: _____

FIRST ENDORSEMENT

From: Director, Administrative Office (PERS-01)
To: Executive Assistant to the Deputy Chief of Naval Personnel

1. _____

SIGNATURE

Date: _____

SECOND ENDORSEMENT

From: Executive Assistant to the Deputy Chief of Naval Personnel
To: Chairman, Professional Development Board

1. All PDB recommendations approved/disapproved as listed above.
2. _____

SIGNATURE

NAME: _____ RATE: _____ SSN: _____		
WORK-UP FOR ASVAB SCORES: TEST ID 5, 6, 7		
AFQT: _____ GI: _____ NO: _____ AD: _____ WK: _____ AR: _____ SP: _____ MK: _____		
EI: _____ MC: _____ GS: _____ SI: _____ AI: _____ DATE: _____		
FOUR/FIVE YEAR OBLIGOR/AGGREGATE SERVICE REQUIRED		
WK: _____ (MIN-50) MK: _____ +GS: _____ 149: _____ HM 165: _____ IM OM	WK: _____ MK: _____ +CS: _____ 147: _____ RM SM 157: _____ OS	WK: _____ AR: _____ NO: _____ +AD: _____ 202: _____ CTI
WK: _____ MC: _____ +SI: _____ 150: _____ BU CM EO SW UT 158: _____ DC HT ML MN PM PR WT	AR: _____ MC: _____ +SI: _____ 130: _____ ABE/F/H 158: _____ MR 164: _____ AME/H/S	MK: _____ AT EI: _____ CTM +GS: _____ DS ET 156: _____ EW FC OTM +AR: _____ 218: _____ STG STS
WK: _____ +AR: _____ 89: _____ MS 96: _____ DT SH 97: _____ QM	AR: _____ 2xMK: _____ +GS: _____ 196: _____ AE AW CE EM TM & AIRCREW	AR: _____ MK: _____ EI: _____ +GS: _____ 190: _____ AD AO
103: _____ AK AZ CTO/R/T EA IS LI PH SK 104: _____ DIVER BUD/S 105: _____ DK 108: _____ AG DP PC PN 110: _____ JO EOD	200: _____ AS 204: _____ OTA 210: _____ AC	204: _____ GMG/M IC GSE/M WK: _____ (MIN-41) AR: _____ +MC: _____ 147: _____ (SUB-SCHOOL)
MK: _____ +AI: _____ 96: _____ BT EN MM	WK: _____ NO: _____ +AD: _____ 160: _____ CTA RP YN	

Prepared by: _____ Date prepared: _____

ADVANCED ELECTRONICS FIELD: MK: _____

AT CTM DS* ET* EW FC FTB FTG EI: _____

MT OTM RM STG STS +GS: _____

* MIN AR = 57 156: _____

MIN MK = 57 +AR: _____

218: _____

ADVANCED TECHNICAL FIELD: BT EN GS HM HT IC MM

WK: _____ AR: _____ WK: _____ WK: _____

MK: _____ MK: _____ +AR: _____ MC: _____

+GS: _____ EI: _____ 113: _____ HM HT +SI: _____

149: _____ HM +GS: _____ 115: _____ IC 167: _____ HT

204: _____ IC

210: _____ BT
EN
GS
MM

NUCLEAR FIELD: EM ET MM

MK: _____

WK: _____ MK: _____ AR: _____ EI: _____

+AR: _____ +SI: _____ 2XMK: _____ +GS: _____

108: _____ # 96: _____ +GS: _____ 156: _____

113: _____ * 196: _____ +AR: _____

218: _____

* IF NFQT IS 48-54: THESE APPLY

IF NFQT IS 55+: THESE APPLY

NAME: _____ RATE: _____ SSN: _____ WORK-UP FOR ASVAB SCORES: TEST ID 8,9,10,11,12,13,14,15,16,17,01 AFQT: ____ GS: ____ AR: ____ WK: ____ PC: ____ NO: ____ CS: ____ AL: ____ MK: ____ MC: ____ EI: ____ VE: ____ DATE TESTED: _____ FOUR/FIVE YEAR OBLIGOR/AGGREGATE SERVICE REQUIRED		
VE: ____ (MIN-50) MK: ____ +CS: ____ 149: ____ HM 165: ____ IM OM	VE: ____ MK: ____ +CS: ____ 147: ____ RM SM 157: ____ OS	VE: ____ AR: ____ NO: ____ +CS: ____ 202: ____ CTI
VE: ____ MC: ____ +AS: ____ 150: ____ BU CM EO SW UT 158: ____ DC HT ML MN PM PR WT	AR: ____ MC: ____ +AS: ____ 130: ____ ABE/F/H 158: ____ MR 164: ____ AME/H/S	MK: ____ AT EI: ____ CTM +GS: ____ DS ET 156: ____ EW FC OTM +AR: ____ 218: ____ STG STS
VE: ____ +AR: ____ 89: ____ MS 96: ____ DT SH 97: ____ QM 103: ____ AK AZ CTO/R/T EA IS LI PH SK 104: ____ DIVERS BUD/S 105: ____ DX 108: ____ DP PC PN 110: ____ JO EOD	AR: ____ 2XMK: ____ +GS: ____ 196: ____ AE AW CE EM TM & AIRCREW 200: ____ AS 204: ____ OTA 210: ____ ACA 214: ____ AG	AR: ____ MK: ____ EI: ____ +GS: ____ 190: ____ AD AO 204: ____ GMG/M IC GSE/M
MK: ____ +AS: ____ 96: ____ BT EN MM	VE: ____ NO: ____ +CS: ____ 160: ____ CTA RP YN	VE: ____ (MIN-41) AR: ____ +MC: ____ 147: ____ (SUB-SCHOOL)

Prepared by: _____ Date prepared: _____

ADVANCED ELECTRONICS FIELD: MK: _____

AT CTM DS* ET* EW FC FTB FTG EI: _____

MT OTM RM STG STS +GS: _____

* MIN AR = 57 156: _____

MIN MK = 57 +AR: _____

218: _____

ADVANCED TECHNICAL FIELD: BT EN GS HM HT IC MM

WK: _____ AR: _____ WK: _____ WK: _____

MK: _____ MK: _____ +AR: _____ MC: _____

+GS: _____ EI: _____ 113: _____ HM HT +SI: _____

149: _____ HM +GS: _____ 115: _____ IC 167: _____ HT

204: _____ IC

210: _____ BT EN
GS MM

NUCLEAR FIELD: EM ET MM

MK: _____

WK: _____ MK: _____ AR: _____ EI: _____

+AR: _____ +SI: _____ 2XMK: _____ +GS: _____

108: _____ # 96: _____ +GS: _____ 156: _____

113: _____ * 196: _____ +AR: _____

218: _____

* IF NFQT IS 48-54: THESE APPLY

IF NFQT IS 55+: THESE APPLY

Date: _____

PROFESSIONAL DEVELOPMENT BOARD PROFILE SHEET ICO:

Name: _____ Rate/Rating: _____

Division: _____

ADBD: _____ PRD: _____ SOFT EAOS: _____

Enlistment Length (Years of Active Duty): _____ Age: _____

Date Reported: _____ SHDCD: _____ SDCD: _____

Marital Status: _____

Rating(s) Desired: _____/_____/_____/_____/_____/_____

Sea Rotations: _____/_____/_____/_____/_____/_____

Shore Rotations: _____/_____/_____/_____/_____/_____

Special Program(s) Desired: _____

Formal Education

Completed (Years): _____ H.S. Diploma _____ H.S. GED: _____

Associate's Degree: _____ Major: _____

Bachelor's Degree: _____ Major: _____

Master's Degree: _____ Major: _____

Rating Recommendation from R.T.C.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Effective Date of Rate:

E-1 _____ E-2 _____ E-3 _____

E-4 _____ E-5 _____ E-6 _____

E-7 _____ E-8 _____ E-9 _____

NJP's within the last 24 Months:

Date: _____	Charges: _____
_____	_____
_____	_____

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05 JAN 1994

Evaluations: (Last Two)

(Period Covered) Marks

(Period Covered) Marks

Correspondence Courses:

BMR	Y	N
MRPO3	Y	N
MRPO2	Y	N
MRPO1	Y	N
MRCPO	Y	N
AN/FN/SN	Y	N
Professional 3/2	Y	N
Professional 1/C	Y	N
Others:		
_____	Y	N
_____	Y	N

Leadership Exams:

E-4	Y	N
E-5	Y	N
E-6	Y	N
E-7	Y	N
<u>PARS:</u>		
E-4	Y	N
E-5	Y	N
E-6	Y	N
E-7	Y	N

Advancement Exam Standard Scores

Cycle #/SS

_____/_____
_____/_____
_____/_____
_____/_____
_____/_____
_____/_____

(if the last three scores average below 60, member should supply the profile sheets with the matching subject matter listing for all exams)

Additional information deemed necessary_____

Division Counselor's Signature

Division Officer's Comments: _____

Signature

Professional Development Board Procedures

1. After all preparations are complete and the candidate is before the board, the chairman will introduce himself and the board members and explain to the candidate the purpose of the PDB.
2. The chairman should control the interview and allow each member of the board to ask questions of the candidate.
3. Interview personnel one at a time to determine:
 - a. Does the sailor have a desire in relation to a specific rating/special program? What is the desire based on, and is the basis valid?
 - b. If, in the case of a non-designated sailor, that sailor has no particular desire or strong feeling toward any specific rating(s) or program(s), the board must establish, through review of all available data, the rating(s) or program(s) that will best suit the candidate's interests and ability.
 - c. When the interview has been pursued to the point that a recommendation can be made by the board, the chairman will direct the sailor to stand by outside. The board should then confer and agree on a recommendation. The chairman will summon the sailor again before the board and provide, verbally, the board's recommendations.
 - d. Those recommendations that require assistance from external commands in the form of part-time or full-time TAD for the purpose of giving each sailor an opportunity for hands-on OJT and professional evaluation, should be requested and utilized as required.